

EXECUTIVE COUNCILLOR NOMINATION FORM COMPLETION INSTRUCTIONS

To run for a position of **EXECUTIVE COUNCILLOR** you must:

- Be a member in good standing of MoveUP.
- Meet all MoveUP Constitution Article 10.3 qualifications.
- Be nominated by a minimum of two (2) nominators.
- Complete and sign the nomination form (see *Completing the Form* below) including providing the names, work location and MoveUP membership ID # for you and your nominators.
- Email (do not mail or fax) all materials to the Returning Officer Returningofficer@moveuptogether.ca by the deadline.

Your Nominators:

- Nominators must be in good standing with MoveUP and work in the same Executive Councillor area as per the vacant position.
- Ideally, have your nominators physically sign your candidate nomination form if you can. Send your completed form to Returningofficer@moveuptogether.ca.
- If one or more of your nominators are not able to physically sign the form, then we will accept an email nomination from each nominator sent directly from them to the Returning Officer. The candidate cannot forward nominator emails.
- The nominator does not need to fill out and submit any part of the candidate's nomination form if they are sending their nomination via email – the email serves as their nomination.
- If your nominators are going to send an email nomination, please have your nominator send the email to ReturningOfficer@moveuptogether.ca and make sure to copy you as the candidate with the following information:
 - The name of the candidate they are nominating.
 - The position the candidate is running for.
 - The Executive Councillor area number (#XXXX) the candidate is running for.
- It is the candidate's responsibility, and not the Returning Officer, to follow up on the nominator's email to ensure it has been sent correctly and by the deadline.

COMPLETING THE NOMINATION FORM:

- We will accept electronic signatures for candidates only.
- No electronic signatures will be accepted for nominators. Follow procedures above if your nominator cannot physically sign your candidate form.
- Ensure the vacant Executive Councillor area is noted in the proper field.
- The candidate nomination form must include the names of all nominators as well as work locations.
- MoveUP membership ID numbers are required. They are important to ensure we can identify and confirm a member's membership status. Nominators can contact membership services at membership@moveuptogther.ca if they are unsure what their membership ID number is.

Once the candidate submits a completed nomination form, including the minimum number of nominator's signatures or emails if applicable, are received, the candidate's paperwork will be considered complete and moved to the verification stage.

An incomplete nomination form may be delayed in being processed so please ensure you have followed these steps as well as the instructions on the form. You will receive an email confirming your nomination paperwork is either in good order or if there are any issues.

If you have any questions, you can reach out to the Returning Officer at returningofficer@moveuptogether.ca.



EXECUTIVE COUNCILLOR BY-ELECTION

NOMINATION FORM

THE UNDERSIGNED NOMINATE _____ MEMBER #: _____

EMPLOYER _____ WORK LOCATION _____

WORK MAILING ADDRESS _____

WORK PHONE _____ WORK EMAIL _____

AS A CANDIDATE FOR THE OFFICE OF EXECUTIVE COUNCILLOR, REPRESENTING COUNCILLOR

POSITION EC AREA# _____ OF MOVEUP.

***Nominees must meet “Qualifications of Candidates” as laid out in Article 10.3 of the MoveUP Constitution**

CANDIDATES FOR EXECUTIVE COUNCIL MUST BE NOMINATED BY AT LEAST TWO MEMBERS IN GOOD STANDING FROM WITHIN THE COUNCIL AREA OF THE BARGAINING UNIT FOR WHICH THE COUNCILLOR IS REQUIRED.

_____ (Print Name)	_____ (Signature)	_____ (Department)	_____ (MoveUP Member #)
_____ (Print Name)	_____ (Signature)	_____ (Department)	_____ (MoveUP Member #)
_____ (Print Name)	_____ (Signature)	_____ (Department)	_____ (MoveUP Member #)
_____ (Print Name)	_____ (Signature)	_____ (Department)	_____ (MoveUP Member #)
_____ (Print Name)	_____ (Signature)	_____ (Department)	_____ (MoveUP Member #)

“I agree, if elected, to accept the office of EXECUTIVE COUNCILLOR, representing councillor position # _____ of MoveUP.”

Date: _____ Signature: _____

As per Section 10.6 of MoveUP Constitution: “Candidates may prepare a personal profile limited to 150 words which may include a photograph. Where such profile is provided to the Returning Officer no later than the close of nominations deadline as specified in 10.5(f), it will be published and distributed, by the Union, to the last known home email address of each member entitled to vote for the candidate.....”

Bios and photos must be submitted at the time the nomination is submitted. Bios and photos must be submitted as an electronic file. Candidates must supply their own photos in .jpg format. Faxed, photocopied, or any other type of electronic file is not suitable for photos.

Completed nomination forms must be emailed to returningofficer@moveuptogether.ca.